

Open: 11/21/05 - 8:30 AM

Close: Until Filled



# CITY OF MIAMI BEACH

## ANNOUNCEMENT OF UNCLASSIFIED POSITION



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## FINANCIAL ANALYST I

### \$45,965.22 - \$74,237.93 ANNUALLY

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**DESCRIPTION OF DUTIES:** Plans and performs all City fixed assets functions which includes analyzing capital expenditures for additions to fixed assets, recording monthly fixed assets depreciation, updating the computerized fixed assets system, preparing detailed schedules summarizing fixed assets by department, and preparing year-end reports. Processes Public Service tax payments and maintains monthly file; reviews Public Service tax returns for accuracy and completion; analyzes and reconciles Public Service tax revenue reports from financial management system. Analyzes the monthly revenue report of the General fund and prepares a schedule of major revenue received by source. Prepares a variety of journal entries related to the functions of the department. Analyzes and reconciles accounts, financial records, and prepares detailed accounting reports. Works with and assists Financial Analyst II's with the preparation of accounting reports and financial statements and on tasks related to a variety of special projects. May supervise account clerks and review their work. May determine the classification of accounts. Performs related tasks as required.

**REQUIRED:** Graduation from an accredited college or university with Bachelor's degree in Accounting, Finance, or a closely related field AND two (2) years full-time paid accounting and/or financial experience. Related experience can substitute for education on a year for year basis.

**DESIRES:** Government experience.

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Send **2** Detailed Resumes  
by close date to:

**NO FAX ACCEPTED**

CITY OF MIAMI BEACH, CITY HALL  
Human Resources Department  
1700 Convention Center Drive  
Miami Beach, FL 33139  
**ATTENTION: FAI-ANN**

CLASS NO: **1155**  
UC NO: **0559UO-2**

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**EOE/AA/ADA/VET PREF**